



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Assistant Secretary

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Contract Policy Memo 03-C-15


MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Contracting Functional Guidance for Reporting Unit Type Code (UTC) Status in the
Air and Space Expeditionary Force (AEF) Reporting Tool (ART)

Timely, accurate, and consistent ART reporting is critical to understanding Air Force Contracting's readiness to support our warfighters. In general our contracting organizations have done an excellent job reporting their current UTC status within the timelines set out in AFI 10-244, Reporting Status of Aerospace Expeditionary Forces. In coordination with your Functional Area Managers (FAMs) we have developed guidance to improve the accuracy and consistency of ART reporting for contracting UTCs. Contracting organizations will report their UTC status in ART in accordance with the attached guidance. Utilizing uniform status reporting and clear, standard remarks for common deficiencies will significantly improve understanding of our CCOs' readiness and the issues affecting readiness status.

The SAF/AQCK point of contact for this matter is Major Rob Widmann, 703-588-7032, Robert.widmann@pentagon.af.mil.


CHARLIE E. WILLIAMS, JR.
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachment:
ART Status Guidance

CONTRACTING FUNCTIONAL GUIDANCE
FOR
AEF UTC STATUS REPORTING

PURPOSE: Provide guidance to contracting activities reporting UTC status in the AEF UTC Reporting Tool (ART) in order to standardize reporting across all MAJCOM contracting functional managers.

GUIDING PRINCIPLES:

1. Contracting activities will maximize the contracting capability available for deployment both in terms of UTCs postured and by ensuring incumbent personnel receive required training.
2. Contracting activities will utilize this guidance in conjunction with AFI 10-244 and AFI 10-403 when reporting assessments of their UTCs in all cases. Commanders and Unit Deployment Managers must periodically review duty status and deployment availability (See AFI 10-403, Attachment 2) for their personnel to ensure status is accurately reported in ART (In case of a conflict with this guidance, AFI 10-244 and AFI 10-403 take precedence).
3. When MAJCOM or base-level ART reporting guidance conflicts with this direction, contracting activities will color code (i.e., Green, Yellow, Red) UTCs IAW with MAJCOM or base-level guidance

COLOR CODING CONTRACTING UTCs:

1. General Guidance: Assess contracting personnel UTCs IAW the following guidance. In addition to color-coding, include status remarks IAW the guidance, below.

a. Red:

- (1) Any UTC where an associated UMD position is vacant. Applicable for UTCs with multiple personnel when one or more vacancies exist.
- (2) Any UTC where personnel assigned to an associated UMD position is currently not able to deploy due to medical profile. Applicable for UTCs with multiple personnel when one or more vacancies exist.
- (3) Any UTC where personnel assigned to an associated UMD position are projected to PCS, separate or retire prior to or during that UTC's assigned AEF and no backfill will be in place to perform the mission. Applicable for UTCs with multiple personnel when one or more vacancies exist.

b. Yellow:

(1) Any UTC where personnel assigned to an associated UMD position do not possess the skill level or APDP level required by the UTC MISCAP statement. Applicable for UTCs with multiple personnel when one or more assigned personnel do not possess the appropriate skill level or APDP level.

c. Green:

(1) Any UTC where personnel assigned to an associated UMD position do not possess required warrior training defined as any training other than contracting functional training (e.g., LOAC, weapons training, NBC training). Note, many contracting personnel will not receive this training until they are identified for a deployment and this condition is not considered a deficiency for ART reporting

(2) Any UTC where personnel assigned to an associated UMD position do not have issued deployment equipment (e.g., weapon, NBC gear, etc.). Note, contracting personnel are not typically issued this equipment until identified for a deployment and this condition is not considered a deficiency for ART reporting.

(3) Any UTC where personnel assigned to an associated UMD position are currently deployed. Tasked Column should be marked "Y" to indicate UTC is tasked for deployment.

(4) Any UTC where personnel assigned to an associated UMD position returned from deployment and no deficiency exists

STANDARD REMARKS: Including personnel, training or equipment remarks will require a status color code of Red or Yellow within ART. Provide remarks for any UTC coded Red or Yellow IAW this guidance including appropriate categorization, as set out below. Note for UTCs with multiple personnel include separate remarks for each person in the UTC, if required. Use multiple remarks/multiple categories, as needed, to identify more than one deficiency affecting a UTC. Number each remark sequentially when using multiple remarks within a category.

a. Personnel Remarks: Reference AFI 10-403, Attachment 2 for a complete list of Deployment Availability (DAV) Codes. As appropriate, reference the DAV code in the personnel remark.

(1) Vacancies - Identify vacant AFSC(s) and expected inbound PCS date(s) (e.g., "1. 6C051 vacant, forecast backfill ETA 5 Nov 04") or select, "No Backfill" category

(2) Profile - Identify affected AFSC(s) and when the affected member(s) are expected to be able to deploy (e.g., "1. 6C071 on medical profile (DAV 41), forecast release on 15 Mar 04").

(3) Projected PCS/Separation/Retirement - Identify affected AFSC(s), projected vacancy date(s) and projected backfill date(s) (e.g., "1. 6C071 projected retirement (DAV 50) vacancy on 10 Jan 04 with projected backfill on 18 Feb 04").

(4) New Arrival - Identify affected AFSC(s), arrival date(s) and projected ready to deploy date(s) (e.g., "1. 064P3 arrived on station (DAV 57) 1 Sep 03, ready to deploy 16 Oct 03"). NOTE: Status is Red only for the timeframe set out in AFI 10-403, Attachment 2.

(5) Return from Deployment - Identify affected AFSC(s) and redeployment date(s) (e.g., "1. 6C071 redeployed 15 Jun 03"). NOTE: Status is Green unless deficiency is identified.

b. Training Remarks:

(1) Skill level Upgrade Training - Identify affected AFSC(s) and projected date incumbent(s) will complete upgrade training for that AFSC (e.g., "1. 6C051 project skill level training complete on 1 Sep 04").

(2) APDP Training - Identify affected AFSC(s) and projected date(s) to meet MISCAP requirement (e.g., "1. 064P3 project APDP Level 1 on 15 May 04")

c. Equipment/Supply Remarks: Contracting personnel UTCs have no inherent equipment requirements.

COMMANDERS REMARKS: Utilize Commander's Remarks to provide any required non-standard remarks. Commander's remarks do not require a Red or Yellow status code in ART.

GET WELL DATE (GWD): When multiple deficiencies exist for a UTC, report the latest GWD as the overall UTC GWD